



# City Council Standing Committees

Rules Committee

Item #1

February 13, 2013

# Overview



- At the January 9, 2013 Rules Committee, the members briefly discussed suggestions for improving the composition and responsibilities of the Standing Council Committees and requested that the IBA return to the Committee on February 13<sup>th</sup> with a report that:
  - provides a comparative analysis of other cities' structures and relevant practices related to the policy scope and administration of legislative committees.
  - Reviews the roles, functions and reporting practices of Council-appointed Boards and Commissions to improve the interaction with the Council.

# Authority to Establish Committees



- The City Council's authority to establish Standing Committees of the Council resides in the City Charter (Section 270) with the specific make-up and responsibilities of standing committees codified in the City's Municipal Code (Rule 6).
- Responsibilities of the Council's six standing committees can be changed by amending the Municipal Code via an ordinance.
- Audit Committee requires a vote of the people to amend Charter Section 39.1.

# Standing Committees



- In reviewing the areas of responsibilities, our office has identified the following policy areas that are not included under any of the committees or they are significant enough that they should be called out specifically under a committee:

•Civic San Diego	•Homeland Security
•Pension	•Qualcomm Stadium
•PETCO Park	•Convention Center
•Tourism Marketing District	•EOC
•Public Outreach (City Website & City TV)	

# Standing Committees



- We would note that when it is unclear what committee an item falls under, the Council President is authorized to assign an item to a committee under the Permanent Rules of Council, Rule 5.2(c) (role of Council President to manage docket process including referring items to Committee).

# Committee Structure in Other Cities



- Our office contacted various committee support staff from seven different cities requesting information on their Council committee structures
- Our research focused on gathering information relating to each city's committee administration, operations and composition; verification of standing and special committees; meeting times; docketing process; and community outreach efforts
- Of the seven cities, four have Strong Mayor forms of government and the other three are City Manager cities

# Denver, CO - Committees



- Committees: 4 standing & additional “Special Issues Committees”
  1. Business, Workforce & Sustainability
  2. Health, Safety, Education & Services
  3. Government & Finance
  4. Land Use, Transportation & Infrastructure
  5. Special Issues Committees: Currently 2

# Denver, CO – Committee Operations



- Legislative Services Department supports the committees
  - Includes 3 Legislative Analysts that serve as the main liaison to all standing and Special Issues Committees
- Most items reviewed by committees are ordinance requests by the administration
- Committee Chairs have a great deal of discretion in determining their committee's agenda

# Denver, CO – Notable Practices



- Standing committees meet weekly
- The “Special Issues Committees” generally meet once per month or on as-needed basis
  - Currently 2 Special Issues Committees

# Seattle, WA - Committees



- Committees: 9 standing & additional Special Committees
  1. Economic Resiliency & Regional Relations
  2. Energy & Environment
  3. Government Performance & Finance
  4. Housing, Human Services, Health & Culture
  5. Libraries, Utilities & Center
  6. Parks & Neighborhoods
  7. Planning, land Use & Sustainability
  8. Public Safety, Civil Rights & Technology
  9. Transportation

# Seattle, WA – Committees



- Various Special Committees are created to address special or short term issues which meet on an as-needed basis
  - Include all Councilmembers
  - Currently 8 Special Committees
  - Usually meet after full Council meetings or briefings, although they can occasionally be held at alternate times
- Audit Committee established by Ordinance in June 2011
  - Consists of 5 members: 1 Councilmember, 1 member of the City Budget Office, & 3 Citizen members

# Seattle, WA – Committee Operations



- All standing committees are made up of 3 Councilmembers and one alternate
- Three Legislative Assistants (LAs) that work for the Councilmember who chairs the committee provide varying levels of support
- Items selected for the committees' agendas are set at the discretion of the Chair and are largely driven by legislation requiring Council action within a particular timeframe

# Seattle, WA – Notable Practices



- Seattle lists an alternate Councilmember for standing committees to fill in for an absent committee member
- All of Seattle's standing committees meet twice per month
- Many committees plan to hold additional evening meetings in the community throughout the year to supplement their regularly scheduled meetings
- Special Committees are created to support special or short term issues

# Los Angeles, CA - Committees



- Committees: 15 standing committees and additional Ad Hoc Committees
  1. Arts, Parks, Health & Aging
  2. Audits & Governmental Efficiency
  3. Budget & Finance
  4. Education & Neighborhoods
  5. Energy & Environment
  6. Housing, Community & Economic Development
  7. Information Technology & General Services
  8. Jobs & Business Development

# Los Angeles, CA - Committees



9. Personnel & Animal Welfare
  10. Planning & Land Use Management
  11. Public Safety
  12. Public Works
  13. Rules, Elections & Intergovernmental Relations
  14. Trade, Commerce & Tourism
  15. Transportation
- Additional Ad Hoc Committees to address short term or special issues meet on an as-needed basis
    - Currently 9 Ad Hoc Committees

# Los Angeles, CA – Committee Operations



- Each standing committee consists of three to five members of the Council
- Eight Legislative Assistants (LAs) from the City Clerk's Council Committee Services unit support the 15 standing committees and additional Ad Hoc Committees
- The committee Chair ultimately decides which items to place on any given agenda
- Outreach efforts are at the discretion of the chair and vary between committees

# Los Angeles, CA – Notable Practices



- Make use of Ad Hoc committees to address short term or special issues
- Some committees occasionally schedule special meetings for evening hours or on weekends
- Budget & Finance Committee alternative community outreach effort
  - Previously held “Budget on the Road” meetings in different communities

# Oakland, CA - Committees



- Committees: 6 standing committees
  1. Public Works
  2. Finance & Management
  3. Community & Economic Development
  4. Life Enrichment / Education Partnership
  5. Public Safety
  6. Rules & Legislation

# Oakland, CA – Committee Operations



- Each committee consists of four voting Councilmembers
- All committees have at least one representative from the City Administrator's Office to serve as the committee liaison
- Three staff members from the Clerk's Agenda Management Division support Oakland's 6 standing committees
- The Rules & Legislation Committee sets the agenda for all other committees

# Oakland, CA – Notable Practices



- Five of Oakland's standing committees meet twice per month, and their Rules & Legislation Committee meets every week
- The Public Safety Committee meetings begin at 5:30pm
- The Life Enrichment / Education Partnership Committee also meets later in the day beginning at 4pm
- Committees are able to schedule special meetings for evenings at their discretion

# San Antonio, TX



- Committees: 8 standing committees
  1. Governance
  2. Audit
  3. Economic & Community Development
  4. Infrastructure & Growth
  5. Intergovernmental Relations
  6. Public Safety
  7. Quality of Life
  8. Education Excellence Committee

# San Antonio, TX – Committee Operations



- Committees consist of four or five voting members
- Each committee has a City staff “lead”, usually a representative from the City Manager’s Office
- The staff “support” person listed assists the staff lead with administrative duties
- Both the Committee Chair and the staff “lead” collaboratively set the agenda

# San Antonio, TX – Notable Practices



- Committees have more direct involvement from City staff and the City Manager's Office



# San Jose, CA - Committees



- Committees: Five standing committees and additional Ad Hoc committees
  1. Community & Economic Development
  2. Neighborhood Services & Education
  3. Public Safety, Finance & Strategic Support
  4. Rules & Open Government
  5. Transportation & Environment
- Ad Hoc Committees meet approximately once per month for short term or special issues
  - Currently 2 Ad Hoc committees

# San Jose, CA – Committee Operations



- Standing committees generally consist of four voting Councilmembers and three staff members with representatives from the City Manager's Office, the Mayor's Office and a member of the City Attorney's Office
- Committees are supported by an assistant to the representative from the City Manager's Office and a staff member from the City Clerk's Office
- San Jose coordinates a six-month work plan twice per year that outlines specific agenda items and dates for discussion
  - Developed with the City Manager, administrative staff, the City Council and the community

# San Jose, CA – Notable Practices



- Ad Hoc Committees support short term or special issues
  - Consists of four voting members and seven staff members from various departments
- Committees have more direct involvement from City staff

# Phoenix, AZ - Committees



- **Committees: 6 standing committees**
  1. Downtown, Aviation, Economy & Education
  2. Finance, Efficiency, Innovation & Sustainability
  3. Neighborhoods, Planning and Development, Housing and Homeless
  4. Parks, Arts, Families & Seniors
  5. Public Safety, Veterans, Transparency & Ethics
  6. Transportation & Infrastructure

# Phoenix, AZ – Committee Operations



- Committees have four members consisting of Councilmembers and the Vice Mayor
- Four staff members from the City Manager's Office support the six standing committees
- Agenda items are generated by department directors, the City Manager, or the Council and are set at the discretion of the Chair

# Phoenix, AZ – Notable Practices



- Although committee meetings are rarely held outside of normal business hours, Council meetings are held at 5pm
  - Staff expressed that this is a reason they usually do not schedule additional meetings in the evenings

# Citizen Boards and Commissions



- There are 49 City Boards and Commissions listed on the City Boards and Commissions page on the City Clerk's website.
- The City Boards and Commissions page provides a brief summary of the mission and authority for each board listed.
- Some entities were created by authority in the City Charter, and many others by ordinances now codified in the Municipal Code.
- A number of citizens' advisory committees have been created by Council resolution or by state law.

# Citizen Boards and Commissions



- With regard to “reporting practices,” some boards have specific requirements
- Unless a specific reporting function is already included in a board’s governing documents, (i.e., in the Charter, the Municipal Code, a resolution, bylaws, internal rules or Council policies), a board would not necessarily provide a report directly to the Council or standing committee.
- A board may report its activity through its agendas and minutes, and in back-up documents submitted for its public meetings.
- Many boards have their own websites in which their activities are reported to the public.

# Citizen Boards and Commissions



- The IBA asked the City Attorney' Office what would be legally required to compel City boards to provide a different system of reporting their work to the full City Council and/or Committee.
- The City Attorney responded that they would need to analyze governing law for each of the boards including a review of whether proposed reporting requirements would be legally appropriate for a given board to answer this question.
- Alternatively, if a Committee wishes to ask the chair of a given board, to provide an informational report on the board's activities, it can docket that item to be heard by the Committee, or request that it be docketed by another Council Standing Committee that hears issues related to a board's work.



Questions?